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- ON-F-I-D-E-N-T-I-A-L

August 1963

COMPARATIVE COSTS TO STORE AND SERVICE ONE CU. FT. OF RECORDS (2000 PIECES OF PAPER) FOR ONE YEAR IN OFFICE SPACE AND IN THE RECORDS CENTER

	<u>.</u>	GENCY OFFICE	AGENCY RECORDS CENTER
1.	Equipment	\$ 3.24	\$.10
2.	Space	<u>\$ 3.00</u>	<u>\$33</u>
3.	Cost to Store	\$ 6.24	\$ 。43
à,	Reference Service (Personnel Costs)	\$ 48.65	\$ 1.24
5。	Total Cost to Store and Service	\$ 54.89	\$ 1.67

CALL RECORDS ADMINISTRATION STAFF - X2468 - FOR ADDITIONAL INFORMATION ABOUT THE AGENCY RECORDS MANAGEMENT FROGRAM